

Legal Assistant



Job Code: 1106
Grade: 122
Reports to: City Attorney
Salary Range: \$37,142 - \$56,871
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult and diverse secretarial and administrative work in support of the Legal Services Division and various boards, committees, and commissions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification plans, organizes, and carries out recurring assignments, selecting appropriate methods and procedures for the accomplishment of work. The employee must have specialized knowledge of the court system and legal documents, procedures, and processes. The complexity of the work is marked by the variety of assignments such as preparing and processing pleadings, administrative appeal records and transcripts, real estate settlements, briefs, contracts, leases, ordinances and resolutions, motions, orders, letters, and other legal documents. Guidelines in the form of office procedures, manuals, laws, codes, and case files are available; however, a moderate degree of interpretation to specific situations is required. Work is performed under general supervision, with significant latitude for independent judgment and initiative in completing assignments and coordinating administrative and legal activities of the office. Work is reviewed and evaluated through observation and effectiveness in successfully accomplishing work objectives. Supervision may be exercised over subordinate clerical personnel.

ESSENTIAL FUNCTIONS

Coordinating day-to-day legal services operations; preparing and typing legal documents and correspondence; conducting research and preparing reports; providing assistance to various boards, committees, and commissions; maintaining records and files.

EXAMPLES OF WORK

- Prioritizes, prepares, transcribes, and types a variety of legal documents including pleadings, administrative appeal records and transcripts, briefs, contracts, leases, agreements, deeds, easements, ordinances, resolutions, and minutes.
- Coordinates and supports the activities of the Personnel Review Board, the Board of Supervisors of Elections, the Ethics Commission, and all Trial Boards; prepares and collects associated forms, statements, reports, transcripts, and other documents.
- Coordinates and serves as staff liaison for municipal elections; ensures compliance with state and local statutes; prepares election documents including candidate packages and financial report forms, ballots, and judges manual; reserves polling places and leases election equipment; supervises printing of ballots and voter information guides; coordinates election day procedures and activities; responds to inquiries; prepares and maintains election results and reports.
- Reviews various legal documents to assure that all relevant materials are complete and conform to pertinent laws, rules, regulations, and office requirements; submits legal documents to the court in a timely manner, assuring that appropriate filing procedures have been followed.
- Manages the execution of official City documents; files and records documents in the Land Records.
- Manages municipal infraction court docket and records retention program.

- Conducts research on special projects; compiles and analyzes data collected, and writes, types, and prepares reports.
- Serves as liaison between City Attorney and elected and appointed officials, staff, outside attorneys, court personnel, and witnesses.
- Oversees purchasing for legal services division; orders supplies; prepares and processes invoices and purchase orders; maintains and updates records.
- Schedules appointments; coordinates meetings, conferences, depositions, and other legal proceedings.
- Receives and screens telephone calls, emails, and other correspondence pertaining to a variety of legal inquiries, many involving research and/or referral.
- Answers general inquiries, complaints, and requests regarding a variety of City services and/or procedures; gives information and assistance to the public or refers to appropriate person or department.
- Updates law books and manuals, City, County and State Codes, administrative procedures, etc.
- Provides administrative assistance to City Manager, Deputy City Manager, and Municipal Clerk, as needed.
- Performs related tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the Gaithersburg City Charter and City Code.
- Comprehensive knowledge of legal terminology, requirements, forms, and documents.
- Comprehensive knowledge of standard legal office practices and procedures.
- Thorough knowledge of municipal election laws, duties, and procedures.
- Thorough knowledge of document retention and records management.
- Thorough knowledge of English usage, spelling, grammar, and punctuation, and business arithmetic.
- Skill in the operation of standard office equipment, including a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to maintain confidentiality of sensitive information or documents.
- Ability to prepare, edit, and maintain accurate documents, reports, records, files, and materials.
- Ability to exercise sound judgment in evaluating situations and making decisions.
- Ability to follow complex oral and written directions, organize assignments, and to work independently without specific instructions.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to work effectively in a multi-task and deadline driven environment.
- Ability to type and keyboard information accurately at a speed of 70 words per minute or more.
- Ability to interact professionally and cooperatively and maintain effective working relationships with associates, officials, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by five (5) to seven (7) years of progressively responsible and knowledgeable administrative experience in a legal or closely related environment; or any equivalent combination of education, training, and experience. Associate's Degree, Paralegal Certification, or related course work is preferred.

WORK SCHEDULE

Requires 40 hours in a standard workweek.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires sitting, standing, walking, lifting, carrying, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

- Possession of a driver's license valid in the State of Maryland (preferred).

Updated FY 2012

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Legal Assistant position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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